

26 November 1980

MEMORANDUM FOR: Deputy Director of Information Services

STAT  
FROM:

[Redacted]  
Chief, Records Management Division, OIS

SUBJECT: Proposal to Cancel the Introduction to Micrographics Seminar

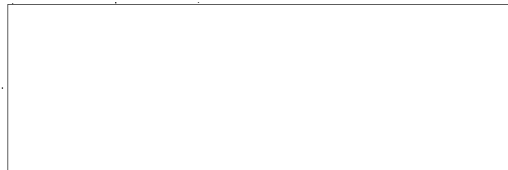
REFERENCE: OIS #80-897

1. Chief, ITB in the attached memorandum has requested that we cancel the Introduction to Micrographics seminar that ITB conducts three times a year. Agreeing that we can better use our time and energy in other activities, I concur with his request and propose to follow through if you have no objection.

2. As Chief, ITB pointed out, there seems to be diminishing interest in the seminars, and several runnings in the past year had to be postponed until enough employees could be enrolled. Nevertheless, I believe the original purpose of these seminars has been served. A considerable number of employees have been educated to the advantages of micrographics and well established micrographics programs are in being throughout the Agency.

3. Since micrographics is such an integral part of the records management program, we plan to ask OTE to include it selectively in its own courses on records management.

STAT  
Attachment:  
As stated



24 November 1980

MEMORANDUM FOR: Chief, Records Management Division, OIS

FROM:

Chief, Information Technology Branch, RMD

SUBJECT: Introduction to Micrographics Seminar

REFERENCE: Memo to ISS from OTE, dated 10 November 1980,  
Subject: Office of Training and Education Schedule of  
Courses: April-September 1981; October 1981-March 1982 (Tentative)  
(OIS # 80-897)

Edgar:

The referent asked for our future schedule for the Introduction to Micrographics Seminars. I think that is a good time to formally cancell this course. As I explain in the attached draft memo to DIS, I believe it has served its purpose. Also we do not have the manpower to continue to do all the work necessary to conduct a two day seminar 3 or 4 times a year. The component with the most interest at present is the DO. However, the only way we have been able to get the DO to participate in the seminars is for me to personally appeal to a senior official. Therefore, I do not feel bad in cancelling the course as far as they are concerned. OCR/NFAC and P&PD/OL have been very generous with their assistance to us in conducting the seminar and I plan to send them thank you letters.

Attachments:

- a. Memo to ISS from OTE
- b. Draft memo to DIS (*Not used*)

4 March 1980

STAT MEMORANDUM FOR: [REDACTED]  
Office of Training  
Training Services Staff

STAT FROM: [REDACTED]  
Chief, Information Technology Branch,  
ISS/DDA

SUBJECT: Cancellation of Course Running (U)

1. Due to low enrollment, Information Technology Branch has cancelled the "Introduction to Micrographics" Seminar scheduled for 20 and 21 March 1980. (U)

2. The next running of this Seminar will be 17 and 18 June 1980. (U)

STAT 3. Unless we are notified, extension [REDACTED] we will combine the participants who were scheduled for the March Seminar with those already scheduled for the Seminar in June. (U)

STAT 4. Please notify Agency training officers as appropriate. (U)

[REDACTED]  
Course Coordinator